

Reaffirmation Agreements - Cases Filed On or After 10/17/2005

This module addresses procedures for filing Reaffirmation Agreements by both attorneys and non-attorneys who are permitted to file electronically.

STEP 1 Select **Other Miscellaneous Events** from Bankruptcy menu.
 (See Figure 1.)



Figure 1

The **CASE INFORMATION** screen displays. Click [**Continue**].

STEP 2 Enter case number and click [**Continue**]. (See Figure 2.)



Figure 2

STEP 3 Select Reaffirmation Agreement from drop down menu and click **[Continue]**. (See Figure 3.)

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities' menus, and a search field. Below this, the case information is displayed: '09-40015 John Doe Post-Reform Case Filed on: 08/21/2009'. The case details include: Type: bk, Chapter: 7 v, Office: 4 (St. Louis), Assets: n, Judge: bss, and Case Flag: DebtEd, MEANSNO. A search bar is present with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search bar, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Interrogatories, Involuntary Summons Service Executed, Involuntary Summons Service Unexecuted, Master Service and Notice Lists, Monthly Fee Statement, Monthly Operating Report, Notice of Appearance and Request for Notice, Notice of Change of Address, Notice of Intent to Request Transcript Redaction, Objection to Debtor's Claim of Exemptions, Ombudsman Report, Operating Report, PHV Test, Peabody Private Event, Periodic Report of Substantial or Controlling Interest, and Protection of Property from Damages. The 'Selected Events' list contains 'Reaffirmation Agreement'. At the bottom of the 'Available Events' list, there are 'Continue' and 'Clear' buttons.

Figure 3

STEP 4 Filers will see a screen that asks if this filing is a joint filing with other attorney(s). (See Figure 4.) If this is a joint filing, check the box and click **[Continue]**. If this is not a joint filing, simply click **[Continue]**.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', and 'Reports' menus. Below this, the case information is displayed: '09-40015 John Doe Post-Reform Case Filed on: 08/21/2009'. The case details include: Type: bk, Chapter: 7 v, Office: 4 (St. Louis), Assets: n, Judge: bss, and Case Flag: DebtEd, MEANSNO. Below the case details, there is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom of the form, there are 'Continue' and 'Clear' buttons.

Figure 4

STEP 5 Select the party who is filing the Reaffirmation Agreement. If the debtor is filing, select the debtor's name; if the creditor is filing the agreement, select the creditor. If the creditor's name does not appear, you must add the creditor as a party to the case. **(See Figure 5)**. In this example, the creditor, ABC Car Loans, is filing the reaffirmation agreement.



Figure 5

STEP 6 Filers will see the screen in Figure 6, confirming the attorney/party association will be created in the case, if such an association does not already exist. When finished, click **[Continue]**. **(See Figure 6.)**



Figure 6

STEP 7 Filers will see the screen in Figure 7, alerting them not to include a proposed order with the filing. Click **[Continue]**. (See Figure 7.)



The screenshot shows the CM/ECF system interface. At the top, there is a blue navigation bar with the CM/ECF logo on the left and three dropdown menus labeled 'Bankruptcy', 'Adversary', and 'Query' on the right. Below the navigation bar, the page has a yellow background. The text 'Miscellaneous:' is displayed in blue. Below this, the case information is shown: '09-40015 John Doe Post-Reform Case Filed on: 08/21/2009'. The case details are organized into three columns: 'Type: bk', 'Chapter: 7 v', and 'Office: 4 (St. Louis)'; 'Assets: n', 'Judge: bss', and 'Case Flag: DebtEd, MEANSNO'. A red warning message reads: 'Do not include a proposed order with the filing of this reaffirmation agreement.' Below the warning, there are two buttons: 'Continue' and 'Clear'.

Figure 7

STEP 8 Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path. (See Figure 8.)

NOTE: To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click the **X** in the upper right corner to close Adobe Acrobat.

Click on the **Open** button or double-click the file name to select it.

Figure 8

Click **[Continue]**.

STEP 9 Select the type of Reaffirmation Agreement that is being filed.
(See Figure 9.)

Figure 9

Click **[Continue]**.

STEP 10 Enter the name of the creditor and click **[Continue]**. (See Figure 10.)

Figure 10

Click **[Continue]**.

STEP 11 Review the accuracy of your information. Enhance the text box, if necessary. (See Figure 11.)

Figure 11

Click **[Continue]**.

STEP 12 Review the accuracy of your information. (See **Figure 12.**) Verify the final docket text.

CAUTION!! This is your last opportunity to change this event. Clicking **[Continue]** will submit this reaffirmation agreement to the database.

If the final docket text is incorrect, click on your browser's **[Back]** button to find the screen to be modified.

To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.

If correct, click **[Continue]**.

The screenshot displays the CM/ECF system interface. At the top is a blue navigation bar with the 'ECF' logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow 'Miscellaneous:' section. It contains a case link '09-40015 John Doe Post-Reform Case Filed on: 08/21/2009' and a table of case details:

Type: bk	Chapter: 7 v	Office: 4 (St. Louis)
Assets: n	Judge: bss	Case Flag: DebtEd, MEANSNO

Below the table is a grey box labeled 'Docket Text: Final Text' containing the text: 'Reaffirmation Agreement Unsigned by Debtor Attorney with No Motion to Approve Between Debtor and ABC Car Loans Filed by Creditor ABC Car Loans. (Brown, Elizabeth)'. Underneath this is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the yellow section are two buttons: 'Continue' and 'Clear'.

Figure 12

STEP 13 You will receive the Notice of Electronic Filing. (See **Figure 13.**)

The screenshot displays the CM/ECF system interface. At the top, there is a navigation bar with tabs for Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below this, the page is titled "Miscellaneous:" and shows details for case 09-40015, "John Doe Post-Reform Case Filed on: 08/21/2009". The case information includes Type: bk, Chapter: 7 v, Office: 4 (St. Louis), Assets: n, Judge: bss, and Case Flag: DebtEd, MEANSNO. The court is identified as U.S. Bankruptcy Court, Eastern District of Missouri (Test). A "Notice of Electronic Filing" section states that a transaction was received from Elizabeth Brown on 7/6/2018 at 12:08 PM CDT. The case name is John Doe, case number is 09-40015, and document number is 4. The docket text reads: "Reaffirmation Agreement Unsigned by Debtor Attorney with No Motion to Approve Between Debtor and ABC Car Loans Filed by Creditor ABC Car Loans. (Brown, Elizabeth)". It also lists the document description as "Main Document", original filename as "Reaffirmation Agreement.pdf", and an electronic document stamp with a long alphanumeric string. Finally, it notes that the notice will be electronically mailed to Elizabeth Brown on behalf of Creditor ABC Car Loans in MO.

Figure 13

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

To print a copy of this notice, click on the browser **[Print]** icon.

You may also save the notice through the browser **File/Save** option.